



Job Description

Post Title: Educational Teaching Assistant

Grade: Scale 3 (point 5-6)

Prime Objectives of the Post

To at all times support and uphold the Catholic mission, ethos and character of the school in accordance with your CES contract.

To work under the instruction and guidance of teaching/senior staff to enable access to learning for pupils (individual or in groups) to support them in achieving academic attainment.

To provide general support to the class teacher in the organisation and management of pupils and the classroom, ensuring the appropriate support is delivered for each pupil dependent on their individual planned needs e.g. those with learning difficulties.

Responsible to: The Support Assistant is directly responsible to the class teachers to whom they are deployed, the SENDCo and the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

Support for the Pupil

- To work with individual or groups of pupils to support learning as directed by the teacher (including Forest School and off site provision) including intervention programmes as appropriate.
- To support working relationships with pupils, acting as role model and setting high expectations.
- To meet the personal and physical needs of pupils whilst encouraging their independence.
- To facilitate pupil access to specialist provision as indicated by the pupil's IEP or EHCP.
- To develop a range of learning support materials and resources (adapting where appropriate for individual pupil needs) e.g. English and Maths.
- To work with individuals or groups of pupils in the use of IT to support learning.
- To monitor and give feedback on the progress of the pupils in regard to the objectives in their plan.
- To hear children read, support guided reading activities and maintain records.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To encourage pupil participation in school activities and interaction with others.
- To support children in Forest School when required. This will involve working outside throughout the year.

Support for the Teacher

- To support the teacher in creating a stimulating learning environment i.e. making displays, sourcing and preparing resources, photocopying and routine support etc.
- To work under the direction and guidance of the teacher in the development and delivery of personalised programmes of support for individual pupils.

- To work under the supervision of the class teacher to support learning, social, emotional and physical development of the pupils.
- To contribute to the maintenance of pupil progress records including behaviour plans.
- To participate in the evaluation of the support programme.
- Provide support to the teacher in the management of pupil behaviour and restorative approaches.
- To work under the direction of the teacher in relation to supporting pupil record keeping.

General

- To support the Catholic ethos of the school
- To support the climate for learning and culture of achievement and high expectation
- To work collaboratively with school staff, parents/families and other agencies to ensure all interventions achieve the shared objective.
- Attend meetings as required by the line manager.
- To work within the team and share good practice.
- To take part in any CPD and appraisal activities appropriate to the role.
- Support the development and implementation of initiatives and policies e.g. data protection, safeguarding, health and safety.
- To respect the confidentiality of all pupils by using the school protocols for sharing information.
- The post holder will be required to undertake any other professional duties as required by their line manager.